

## Sullivan County NH

**Type of meeting:** Board of Commissioners Public Meeting Minutes

**Date/Time:** Tuesday, April 18, 2006, 1:30 PM

**Place:** ~~Unity County Complex, Health Care Building, 1<sup>st</sup>~~  
**Floor Recreation Room**

**Attendees:** Commissioners Donald S. Clarke – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Peter Farrand – *Human Resource Director*; Courtney Marshall – *Health Care Administrator*; Sharon Johnson-Callum (minute taker). Sheriff Prozzo arrived later.

**Other attendees:** Kim Baker, Patti Koscielniak, Patti Henderson, Heather Presch, Kim Baker, Patti Henderson, Wilma Steinman, Heidi Smith, Betty Fay, Pam Wylie, Cora Booth, Melissa Lambert and John Tuthill (Tuthill arrived later).

### AGENDA ITEM NO. 1 MEETING MINUTES

#### AGENDA ITEM NO. 1.A. FEB. 21, 2006 EXECUTIVE SESSION #2

**1:30** A motion was made by Commissioner Nelson to keep the Feb. 21, 2006 Executive Session #2 meeting minutes sealed. Comm. Jarvis seconded the motion. The County Manager confirmed they would be on the agenda for next month. A voice vote was taken. The motion carried, unanimously.

#### AGENDA ITEM NO. 1.C. MARCH 21, 2006 PUBLIC BUSINESS MEETING

**1:31** A motion was made by Commissioner Jarvis to approve the March 21, 2006 public business meeting minutes as typed. Comm. Nelson seconded the motion. A voice vote was taken. The motion carried, unanimously.

#### AGENDA ITEM NO. 1.D. MARCH 21, 2006 EXECUTIVE SESSION MEETING MINUTES

**1:32** A motion was made by Commissioner Jarvis to accept and release the 3/21/06 meeting minutes. Comm. Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

#### AGENDA ITEM NO. 1.E. MARCH 31, 2006 SPECIAL MEETING MINUTES

**1:33** A motion was made by Comm. Jarvis to approve the March 31, 2006 special meeting minutes. Comm. Nelson seconded the motion. A voice vote was taken. Commissioner Nelson abstained from voting, as he was not there. The motion carried with the majority.

#### AGENDA ITEM NO. 1.G APRIL 10, 2006 FY07 BUDGET REVIEW

**1:34** A motion was made by Commissioner Nelson to approve the Apr. 10, 2006 FY07 budget review minutes as typed. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.H APRIL 12, 2006 FY07 BUDGET REVIEW MEETING MINUTES

**1:34 A motion was made by Commissioner Jarvis to accept the minutes of April 12<sup>th</sup> as typed. Comm. Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO. 2 NH BUREAU OF EDUCATION SUPERVISORY TRAINING  
CERTIFICATES AWARDED**

County Manager requested Sharon to go get Human Resource Director Peter Farrand. Sharon left room and returned to advise he was on the way.

**AGENDA ITEM NO. 3 HEALTH CARE REPORT**

**AGENDA ITEM NO. 3.A. WACHOVIA CERTIFIED CORPORATE RESOLUTION**

Mr. Marshall pointed out the bank missed a necessary form to compete the establishment of the resident trust fund accounts with Wachovia Bank. The form required the Commissioner Clerk to sign. It was decided no formal motion was needed as issue discussed and approved at a previous meeting. Commissioner Jarvis signed the form (on file at Commissioners Office).

**AGENDA ITEM NO. B. EMERGENCY PLAN REGARDING THE AVIAN FLU PANDEMIC**

Ms. Patti Henderson spoke regarding this matter indicating the County has no regional preparedness plan. She contacted Jan Puffer, Public Health Nurse Coordinator, at NH State HHS, who indicated the state has a plan in place, but that it was the responsibility of each local community to create their own. She noted the Red Cross continues to hold state meetings to discuss emergency planning. She noted there is a state summit planned for May 26<sup>th</sup> in Concord where Federal/State will gather with public health and emergency management leaders to help them get their plans in place. The County Manager noted the Sheriff would be late for today's meeting as he attended a Concord meeting, but he wanted to be part of these discussions. Comm. Clarke pointed out emergency planning is being talked about but no one is doing a plan and feels the smaller local communities may not have the resources to create these so the County should assist. He would like this issue placed on each agenda until the County begins to get somewhere. Ms. Henderson confirmed she would find out more about the May summit and forward updates. She discussed the \$813,000 awarded to NH to prepare for emergencies. Comm. Nelson noted the Cooperative Extension Service is working emergency planning issues also. Ms. Henderson confirmed she signed up for the "new communicable diseases" workshop to be held April 24<sup>th</sup> at the Cooperative Extension from 10:00 – 12:30 p.m. Monday.

**AGENDA ITEM NO. 3.E. STAFFING**

Ms. Heidi Smith indicated the facility is almost fully staffed. They have a couple weekend nursing positions open. They have an LNA class graduating Friday, and are moving those to the 3-11 shift. They are moving per diem positions around a little since some have come on board as full time or part time employees. The facility is covering

without use of agency nursing. Ms. Smith noted they had a tough winter with employee injuries, but they are very pleased with staffing and have good RN coverage. A new employee began: April Brown, Unit Manager on MacConnell Unit.

*Sheriff Prozzo arrived.*

---

AGENDA ITEM NO. 3.D. CENSUS

Mr. Courtney Marshall noted the census was at 149 today: 107 Medicaid, 18 Medicare, 24 private. Copies of census, daily census reconciliation, March billing, Month-end Aged Analysis, Medicare Length of Stay Analysis distributed (on file at Commissioners Office).

UPCOMING EVENTS

May 19<sup>th</sup> - Open House – Ribbon Cutting ceremony for the new rehabilitation center.

April 27<sup>th</sup> - Volunteer Recognition Supper - 6 p.m. Ahern Building.

June 11<sup>th</sup>, Sunday - Pancake Breakfast

Mr. Marshall noted Sullivan County Health Care was now a full-fledged member of the *Claremont Chamber of Commerce*, and Patti Koscielniak received a plaque. As member, they are invited to all the Chamber functions. Comm. Nelson suggested Health Care host one of the After Hour functions the Chamber puts on.

Mr. Marshall briefed over the financial reports for March. General discussion commenced about rumor of private pay limits. Mr. Marshall noted there was no limit.

Sheriff Prozzo stated he was still hoping to store the emergency medical supply trailer in Unity under the Ahern Building. He's awaiting paper work to enter into a MOU with surrounding counties. He noted there were twelve trailers placed throughout the state and are used to practice mock disasters - state will restock if used for a real emergency. He noted he's attending a Sheriff's meeting tomorrow to discuss regional emergency planning issues. Mr. Gil de Rubio gave Sheriff the "heads up" on the May summit, and indicated he'd be calling a meeting with staff, Superintendent Hagar and Sheriff Prozzo to map out a plan for a mid May regional planning meeting. Mr. John Tuthill spoke noting the Department of Agriculture should be involved. Commissioner Clarke confirmed the County UNH Extension Service was holding a meeting Monday regarding this issue.

Sheriff Prozzo noted his office applied for another Homeland Security grant in conjunction with the Claremont PD, for a back up generator on Glidden Hill; and, they received word they were awarded the grant. There is another grant they will be notified about on Friday regarding youth alcohol underage drinking – the 4<sup>th</sup> year the grant has been offered and it is being level funded.

**AGENDA ITEM NO. 2. NH BUREAU OF EDUCATION SUPERVISORY TRAINING  
CERTIFICATES AWARDED**

Mr. Farrand apologized and noted that Denis Martino, the educator for the program, was unavailable. Per request from Mr. Gil de Rubio, Mr. Farrand briefed those present on the program: a six-week program for supervisory training. He noted Mr. Martino was going to hand out certificates to those that completed the six weeks. Mr. Farrand acknowledged those that were present who attended: Kim Baker, Heather Presch, Patti Henderson, Wilma Steinman, Patti Koscielniak, Heidi Smith, Betty Fay, Pam Wylie, Cora Booth, Melissa Lambert and Sharon Johnson-Callum. He noted he and Sam Fletcher also took the course and that there were others not present.

**AGENDA ITEM NO. 4. COUNTY MANAGER REPORT**

**AGENDA ITEM NO. 4.A. FY 07 PROPOSED BUDGET UPDATE**

Mr. Gil de Rubio noted the Executive Finance Committee members will meet Friday to review the elected official salary recommendations and sit in on interviews for County grants. He recommended approving the Commissioners budget with salary increase recommendations and the lump sum grant amount and allow the EFC to take it from there. Commissioner Clarke noted he wants to pass the budget subject to EFC recommendations Friday. Commissioner Jarvis questioned what the rush was for. It was noted that the total grant applications received was more than the \$150,000 which was recommended by the County Manager - a level funding from last year. Commissioner Clarke noted they could approve the amount subject to EFC decision on Friday for elected official salaries and the lump sum amount

- 2:23 A motion was made by Commissioner Nelson they place \$150,000 for County grants. Comm. Clarke seconded the motion. A voice vote was taken. The motion carried, with the majority. Commissioner Jarvis apposed.**
- 2:23 A motion was made by Commissioner Nelson to approve the budget with \$150,000 for grant, and what ever number the EFC comes up with on elected official salaries on Friday [April 21<sup>st</sup>]. Commissioner Clarke seconded the motion. General discussion commenced regarding this issue. There was no vote taken. The motion was dropped.**
- 2:28 A motion was made by Commissioner Nelson to put \$150,000 in for County grants. Comm. Jarvis seconded the motion. No further discussion. A voice vote was taken. The motion carried, unanimously.**
- 2:29 A motion was made by Commissioner Nelson to approve the budget as we have gone through it with the County Manager's recommendation for the elected official salaries. Comm. Clarke seconded the motion. Discussion: Commissioner Jarvis noted she was voting against the budget because she does not approve of Genesis. A voice vote was taken. The motion carried with the majority. Commissioner Jarvis apposed the motion.**

AGENDA ITEM NO. 4.B. CRIMINAL JUSTICE COORDINATING COMMITTEE RECOMMENDATIONS  
Mr. Gil de Rubio reminded all of the DOC needs assessment RFP deadline of the March 3<sup>rd</sup>, discussed the interviews that took place with Ricci Greene and Associates and SMRT Inc, the Criminal Justice Coordinating Committee recommendations. He felt both did a fantastic presentation and were equal until the final minutes. Mr. Gil de Rubio and Superintendent Hagar indicated they were more comfortable with and liked the approach of Ricci Greene; and, they had spent time during the PONI conference in Colorado with them. They noted it was unanimous among the committee. It was noted \$132,500 was their bid. Mr. Hagar is familiar with both firms and talked with other superintendents regarding both. He pointed out most committee members expressed the same view - due to the sarcasm and banter with SMRT Inc.'s representatives -and were more comfortable with Ricci Greene. Mr. Hagar noted his fear is that first impressions would not be good with SMRT and all had expressed that they saw great professionalism in Ricci Greene. He noted the presentation differences, PowerPoint vs. visual chart boards, and feels whoever they chose could do the same.

**2:37 A motion was made by Commissioner Nelson for the County to enter into the contract for \$132,500 with Ricci Greene for the DOC needs assessment. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

#### **AGENDA ITEM NO. 5 COMMISSIONERS REPORT**

##### **AGENDA ITEM NO. 5.A. DISCUSSION ON MEETING AGENDA\BACKUP DOCUMENTATION**

Mr. Gil de Rubio pointed out, in response to a request on his evaluation, a new format was created for the Commission meetings. Each would have available a binder to pick up Friday morning with the agenda and any supporting documentation to be discussed on the agenda. They could take it home for review and bring it to the Commissioners meeting, take any documents they need out, but leave the binder for Johnson-Callum to pick up after the meeting and update for the next meeting.

##### **NACO PRESCRIPTION DRUG CARD PROGRAM**

Mr. Gil de Rubio discussed the NACo prescription drug card program to begin next week: cards can be picked up at the Commissioners Office and each town's Clerks Office or City Hall, savings up to 20%, card shows website to check if pharmacist participates. He briefly noted a few pharmacies in the area that participate.

##### **HB638**

Commissioner Clarke discussed the Friday meeting he attended in Concord regarding HB638. He requested the Board take action to allow the County Manager and Chair to draft a letter to the senate supporting HB638, in it's amended form - Gatsas amendment. He noted it was not the appropriate time to send the letter, but at some point in the process the letter of support will be helpful, and felt they may not have the luxury to convene a meeting to create the letter in time. He noted if the bill passes in it's present

form it would impact county and save \$590,000. He noted the projected savings for all counties totaled over 700 million. Comm. Nelson noted for public benefit that doing this would allow the counties to focus on the administration of the elderly cost while the State handles the administration of the youth cost.

**2:47 A motion was made by Commission Nelson to support the letter. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO.6 PUBLIC PARTICIPATION**

No public participation.

Commissioner Chair noted they would go in to Executive Session in order to discuss a personal and pending contract issue.

**2:51 A motion was made by Commissioner Nelson to go in to executive session for personnel issue. Comm. Jarvis seconded the motion. There was no discussion. A roll call vote was taken. All were in favor.**

**3:01 A motion was made by Commissioner Nelson to come out of executive session. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**3:02 A motion was made by Commissioner Nelson to adjourn the meeting. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j-c.*